



GOVERNMENT OF WEST BENGAL
DIRECTORATE OF TECHNICAL EDUCATION
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Memo No.: 68(T)/CS

Date: 21.08.2026

**From : Director of Technical Education
Govt. of West Bengal**

**To : The Principal/Officer-In-Charge
All Government Engineering Colleges under the
Directorate of Technical Education, West Bengal**

Subject: Nomination of Nodal Officer and constitution of institutional team for onboarding of Government Engineering Colleges on SAMARTH e-Gov Suite.

Sir,

The Directorate of Technical Education, Government of West Bengal, is in the process of implementing the SAMARTH e-Gov Suite in the nine Government Engineering Colleges under the Directorate. Approval for implementation of SAMARTH e-Gov Suite has already been received from the Government of India, and the onboarding process is presently under progress.

In order to ensure smooth, timely and systematic onboarding of all the nine Government Engineering Colleges, the Principal/Officer-In-Charges of all concerned institutions are requested to take the following immediate actions:

1. Nomination of Nodal Officer:

Each Principal/Officer-In-Charge is requested to nominate one suitable officer/faculty member as the Institutional Nodal Officer for SAMARTH, who will act as the single point of contact between the concerned College and the Directorate of Technical Education.

2. Submission of details of Nodal Officer:

The name, designation, department, mobile number and official e-mail ID of the nominated Nodal Officer may kindly be communicated to the Directorate at the earliest.

3. Preparation of Institutional SAMARTH Data Team:

The Principal/Officer-In-Charge is requested to constitute/keep ready a dedicated institutional team comprising officials/personnel from relevant sections such as:

- Establishment/HR
- Academic Section
- Accounts/Finance
- Examination/Student Section
- IT/Computer/Technical Support
- Administration, wherever required

The team will be responsible for compilation, verification, correction and timely submission of the data/documents required for different modules of the SAMARTH e-Gov Suite.

4. Readiness of Institutional Data:

The concerned College may start compiling and verifying its available institutional data, particularly employee/faculty and staff details, department and designation details, student and academic information, leave/attendance records, financial/payroll-related information and other data/documents that may be required for onboarding. The detailed data formats/templates and module-wise requirements will be communicated by the Directorate/SAMARTH implementation team separately.

5. Data Verification:

The Principal/Officer-In-Charge shall ensure that the data submitted by the College is complete, accurate, up-to-date and duly verified by the concerned section/official before submission to the Directorate.

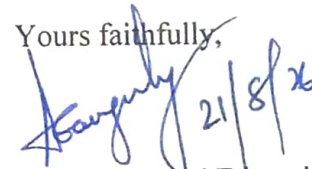
6. Coordination with DTE:

The Institutional Nodal Officer shall coordinate with the Directorate of Technical Education and the SAMARTH implementation team and ensure timely compliance with all instructions, data requirements, training programmes and other activities related to the onboarding process.

The Principal/Officer-In-Charges are requested to accord top priority to the above matter so that the onboarding of all nine Government Engineering Colleges on the SAMARTH e-Gov Suite can be completed in a coordinated and time-bound manner.

The details of the nominated Nodal Officer may kindly be furnished to the Directorate within 3 working days of issuance of this notice.

Yours faithfully,



Director of Technical Education
Government of West Bengal